CALIFORNIA ARCHITECTS BOARD
400 R STREET, SUITE 4000, SACRAMENTO, CALIFORNIA 95814-6238

Telephone: (916) 445-3393   Fax: (916) 445-8524
E-mail: *cab@dca.ca.gov*   Web: cab.ca.gov

CONSUMER COMPLAINT FORM

1. SUBJECT (Person Complaint is Against)

Last Name	First Name	Middle Name	
Business Name			
Business Address			
City		State	Zip Code
Business Phone ( )	Home Phone (If Known) ( )	Architect License Number (If Known)	

2. COMPLAINANT (Person Making the Complaint)

Last Name	First Name	Middle Name	
Address			
City		State	Zip Code
Business Phone ( )	Home Phone ( )	Best Time of Day to Contact You	

3. What is the property address of the project?_____

_____

4. Did you and the subject sign a written contract or letter of agreement before any services were rendered? (If yes, please attach a copy.)..YES ☐   NO ☐

If you did not have a written contract or agreement, please provide a detailed description of the scope of services

the subject was to provide for this project._____

_____

5. Do you have copies of cancelled checks or other evidence of payment to the subject?..................YES ☐   NO ☐ (If yes, please provide copies.)

6. Do you have design plans prepared by the subject?...YES ☐   NO ☐ (If yes, please provide copies.)

7. What is the current status of the project? _____

_____

8. Did the building department require an architect or other licensed professional for this project?......YES ☐　　NO ☐

9. Did the subject explain the construction process and terms of the contract for services prior to starting work on the project? ....YES ☐　　NO ☐

    If yes, did the architect communicate the process, progress, and any problems clearly throughout the project? ....YES ☐　　NO ☐

10. Indicate the type of structure involved in this project:

    _____　　　Single-family residential
    _____　　　Multi-unit residential
    _____　　　Nonresidential less than 100,000 sq.ft.
    _____　　　Nonresidential over 100,000 sq.ft.
    _____　　　Specialized such as essential services, buildings, hospitals, schools

11. What is/was the estimated cost of construction for the project? _____

12. Have you discussed your complaint with the subject?...YES ☐　　NO ☐

13. Have you contacted an attorney regarding this matter? ....YES ☐　　NO ☐

    If so, provide your attorney's name, address, and phone number _____

    _____

14. Have you filed a claim in any court regarding this complaint?....................................YES ☐　　NO ☐

    If so, name court: _____

    _____

    Indicate hearing date, if scheduled: _____

15. Describe the events which led to your complaint and specify pertinent dates, monies paid, balances owed, amounts claimed by third parties, etc. on a separate piece of paper and attach it to this complaint form.

The filing of this complaint does not prohibit you from filing a civil action. Please read the following statement and sign and date the form where indicated:

I hereby certify under penalty of perjury under the laws of the State of California that to the best of my knowledge all of the above statements are correct. If called upon, I will assist in the investigation or in the prosecution of the subject of this complaint or other involved parties, and will, if necessary, swear to a complaint, attend hearings and testify to facts.

YOUR SIGNATURE_____ **DATE**_____

The following questions are optional, however, the California Architects Board would appreciate your cooperation in completing the questions. The information is confidential and will be used for statistical purposes to guide the Board in future decisions.

1. How did you choose the architect you hired for your project? (for example, personal recommendation, research, phone book listing, other method) _____

    _____

2. Have you ever used the services of an architect prior to this project?

    ___ No, I have not used the services of an architect prior to this project.
    ___ Yes, I worked with the same architect on _____(indicate the number) past projects.
    ___ Yes, I worked with a different architect(s) on _____(indicate the number) past projects.

3. How many architects did you interview before you made a selection? _____

    _____

    _____

4. What is your occupation?_____

    _____

    _____

5. Did you read the Board's publication Consumer's Guide to Hiring an Architect prior to beginning the project?
    ....YES ☐   NO ☐

    If yes, did you find the publication helpful? _____

    _____

    _____

6. Did you contact the California Architects Board to verify the architect's license status and check on any history of complaints prior to beginning the project?...YES ☐   NO ☐